

# House Resolution 11 - Introduced

## HOUSE RESOLUTION NO. 11

BY COMMITTEE ON ADMINISTRATION AND RULES

(SUCCESSOR TO HSB 2)

1 A Resolution relating to permanent rules of the House  
2 for the eighty-fourth general assembly.

3 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES, That  
4 the permanent rules of the House for the ~~eighty-third~~  
5 eighty-fourth general assembly be as follows:

### 6 DIVISION I — GENERAL RULES

#### 7 Rule 1

#### 8 Call to Order and Order of Business

9 The speaker shall take the chair at the hour to  
10 which the house has adjourned, and shall immediately  
11 call the house to order, correct the journal of the  
12 previous day's proceedings, and proceed to other  
13 business, including, but not limited to, introduction  
14 of bills, reports, messages, communications, business  
15 pending at adjournment, announcements, resolutions  
16 and bills on their passage, and points of personal  
17 privilege.

#### 18 Rule 2

#### 19 Quorum Call and Time of Convening

20 The house shall convene each Monday at 1:00 p.m. and  
21 at ~~9:00~~ 8:30 a.m. on all other legislative days, unless  
22 otherwise ordered. The time of convening shall be  
23 recorded in the journal. The house shall not convene  
24 on Sunday during a regular or special session.

25 The speaker or a member may request a roll call to  
26 determine if a quorum is present.

#### 27 Rule 3

1                    Absences from the House

2        No member shall be absent without leave while the  
3 house is in session unless excused for good cause.

4                    Rule 4

5                    Preservation of Order

6        The speaker shall preserve order and decorum and  
7 speak to points of order. Subject to an appeal to the  
8 house by any member, the speaker shall decide questions  
9 of order which shall not be debated.

10       The speaker may have the chamber of the house  
11 cleared in case of any disturbance or disorderly  
12 conduct.

13       Only past legislators, state officials, persons  
14 whose presence is deemed by the speaker to be of  
15 special significance to the house, and school classes  
16 accompanied by teachers and seated in the galleries  
17 shall be introduced in the house.

18       No person other than a member of the house shall be  
19 allowed to speak from the floor of the house without  
20 prior permission of the speaker.

21       The public may take photographs from the galleries  
22 at any time. However, the use of flash bulbs or any  
23 other artificial lighting is prohibited.

24       Members of the press may photograph from the press  
25 box, but shall not use artificial lighting without  
26 prior permission from the chief clerk of the house.  
27 Photographs shall not be taken on the house floor when  
28 the members are voting on a question put before the  
29 house. Photographs of the voting boards shall not be  
30 taken while a nonrecord roll call vote is displayed.

1 Photographs may be taken on the house floor at other  
2 times with the consent of the subject or subjects of  
3 the photography.

4 Rule 4A

5 Use of Telephonic or Electronic Devices in Chamber  
6 Restricted

7 1. A person present in the house chamber while the  
8 house is in order shall mute any cell phone, computer,  
9 or other electronic device under the person's control.  
10 The speaker may remove from the chamber any person  
11 acting in violation of this rule.

12 2. A member shall not use a cell phone or other  
13 electronic device to audibly transmit or receive  
14 communications while recognized by the presiding  
15 officer to speak in debate.

16 Rule 5

17 Rules of Parliamentary Practice

18 The rules of parliamentary practice in Mason's  
19 Manual of Legislative Procedure shall govern the house  
20 in all cases where they are not inconsistent with the  
21 standing rules of the house, joint rules of the house  
22 and senate, or customary practice of the house.

23 Rule 5A

24 House Budget

25 The speaker of the house shall annually prepare a  
26 proposed budget for the house of representatives for  
27 the payment of expenses, salaries, per diems, and other  
28 items. The proposed budget shall be submitted on the  
29 fourteenth day of each legislative session to the house  
30 administration and rules committee, which shall approve

1 a proposed budget in house resolution form. The house  
2 shall adopt a budget prior to adjournment.

3 Rule 6

4 The Speaker Pro Tempore

5 The house shall, at its pleasure, elect a speaker  
6 pro tempore. When the speaker shall for any cause be  
7 absent, the speaker pro tempore shall preside, except  
8 when the chair is filled by appointment by either the  
9 speaker or the speaker pro tempore. If a vacancy  
10 occurs in the office of speaker, the speaker pro  
11 tempore shall assume the duties and responsibilities of  
12 the speaker until such time as the house shall elect a  
13 new speaker. The speaker or the speaker pro tempore  
14 shall have the right to name any member to perform the  
15 duties of speaker, but such substitution shall not  
16 extend beyond the adjournment. The acts of the speaker  
17 pro tempore shall have the same validity as those of  
18 the speaker. In the absence of both the speaker and  
19 the speaker pro tempore, the house shall name a speaker  
20 who shall preside over it and perform all the duties of  
21 the speaker with the exception of signing bills, until  
22 such time as the speaker or speaker pro tempore shall  
23 be present, and the person's acts shall have the same  
24 force and validity as those of the regularly elected  
25 speaker.

26 Rule 7

27 Amendment of Rules

28 A motion to change or rescind a standing rule or  
29 order of the house requires one day's notice.

30 Rule 8



H.R. 11

1 question without leave of the speaker, nor more than  
2 twice until every member choosing to speak has spoken,  
3 except as provided in Rule 81. A member shall be  
4 limited to ten minutes debate on bills, resolutions,  
5 and amendments, but may be granted an extension of time  
6 by consent of the house. However, the floor manager  
7 of a bill or resolution and the lead sponsor of an  
8 amendment may exceed the ten-minute limit on opening  
9 and closing remarks.

10

Rule 12

11

Decorum During Debate

12 No member shall leave the house while the speaker  
13 is putting a question. No one shall pass between the  
14 speaker and a member who is speaking or two members who  
15 have been recognized by the speaker.

16

Rule 13

17

Stating the Question

18 When a motion is made, it shall be stated by the  
19 speaker. A motion made in writing shall be passed to  
20 the speaker's station before it is debated.

21

Rule 14

22

Putting the Question

23 Questions shall be distinctly put in this form:  
24 "All those in favor of (the question) shall say 'aye';"  
25 and after the affirmative voice is expressed, "All  
26 those opposed to (the question) shall say 'no'." If  
27 the speaker is in doubt or a member of the house  
28 requests, a nonrecord roll call vote shall be taken.

29

DIVISION II — EMPLOYEES OF THE HOUSE

30

Rule 15

1 Chief Clerk of the House

2 The chief clerk of the house shall serve as  
3 parliamentarian and chief administrative officer of the  
4 house under the direction of the speaker of the house.  
5 The chief clerk shall supervise the chief clerk's  
6 office; be responsible for the custody and safekeeping  
7 of all bills, resolutions, and amendments filed,  
8 except when they are in the custody of a committee;  
9 have charge of the daily journal; have control of all  
10 rooms assigned for the use of the house; attest to the  
11 accuracy and correctness of text and action on bills  
12 and resolutions; process the handling of amendments  
13 when filed and during the floor consideration of bills;  
14 insert adopted amendments into bills before transmittal  
15 to the senate and prior to final enrollment; supervise  
16 legislative printing and the distribution of printed  
17 material; and perform all other duties pertaining to  
18 the office of the chief clerk.

19 Rule 16

20 Legislative and Session Days

21 For purposes of these rules, a legislative day is a  
22 day when the house is called to order. A legislative  
23 day that runs past midnight is not considered a new  
24 legislative day. A session day is any calendar day  
25 beginning with the convening of the annual regular  
26 session and ending with adjournment sine die.

27 Rule 17

28 Sergeant-At-Arms

29 The sergeant-at-arms shall execute all orders  
30 of the house and the presiding officer; perform all

1 assigned duties related to the policing and good order  
2 of the house; supervise the entrance and exit of all  
3 persons to and from the chamber; promptly execute all  
4 messages, etc.; provide that the chamber is properly  
5 ventilated and open for the use of the members; and  
6 perform all other services pertaining to the office of  
7 sergeant-at-arms.

8

Rule 18

9

Secretaries

10 Each member may hire a secretary for the legislative  
11 session who shall be under the general direction of the  
12 member and the chief clerk. Secretaries shall be on  
13 duty at the house from 8:00 a.m. to 4:30 p.m. Monday  
14 through Thursday and on other legislative days when  
15 required by the chief clerk, except when excused by the  
16 member for whom the secretary works. Secretaries shall  
17 perform such duties as may be assigned to them by the  
18 member or the chief clerk.

19

Rule 19

20

Extra Compensation of Employees

21 No employee shall receive any extra compensation,  
22 except as provided by the house, or tips for services  
23 performed while on duty. Any violation of this rule  
24 shall be grounds for removal.

25

DIVISION III — VISITORS AND LOBBYISTS

26

Rule 20

27

Admission to the House; Lobbying

28 The chamber of the house shall include the  
29 vestibule, restrooms, bill room, lounge, visitors'  
30 galleries, and floor of the house.

1 The floor of the house shall consist of the  
2 area between the north and south walls, including  
3 the representatives' desks, the press box, and the  
4 speaker's station, but excluding the visitors'  
5 galleries.

6 During a legislative day while the house is in  
7 order, no member of the general assembly or legislative  
8 employee or intern shall be admitted to the floor of  
9 the house if attired in jeans of any color without  
10 leave of the speaker.

11 During a legislative day while the house is in  
12 order, and one-half hour before the house convenes and  
13 one-half hour after the house recesses or adjourns,  
14 no person shall be admitted to the floor of the house  
15 except:

16 1. Members of the general assembly and authorized  
17 legislative employees in the performance of their  
18 duties.

19 2. Former members of the general assembly who are  
20 not registered lobbyists.

21 3. A general assembly member's family.

22 4. Representatives of the press, radio, and  
23 television who shall go directly to and from the press  
24 box.

25 5. Legislative interns registered with the chief  
26 clerk who shall go directly to and from the seat of  
27 their assigned representative or to be seated in the  
28 perimeter seating area.

29 6. Designated representatives of a political party  
30 having members serving in the house.

1 7. Members of the state executive council, the  
2 lieutenant governor, the attorney general, the  
3 governor's executive assistants and administrative  
4 assistants, and the administrative rules coordinator,  
5 all of whom shall be confined to the perimeter area.

6 The current status of former members of the general  
7 assembly shall govern their access to the floor under  
8 these rules.

9 No other persons shall be allowed on the house floor  
10 while the house is in order without permission of the  
11 presiding officer of the house. When the house is not  
12 in order, guests of a member of the general assembly  
13 escorted by that member shall be allowed on the house  
14 floor.

15 No person admitted to the floor of the house while  
16 the house is in order, except members of the general  
17 assembly, shall lobby or attempt to exercise any  
18 influence with any member for or against any matter  
19 then pending or that may thereafter be considered by  
20 the house.

21 A registered lobbyist shall not be admitted to  
22 the floor of the house on any legislative day except  
23 for ceremonial purposes or for attendance at public  
24 hearings.

25 A lobbyist who represents the position of a state  
26 government agency, in which the person serves or is  
27 employed as the designated representative for purposes  
28 of encouraging the passage or defeat of legislation,  
29 shall file with the chief clerk of the house a  
30 statement of the general subjects of legislation

1 in which the lobbyist is or may be interested, but  
2 shall not lobby for or against a bill, resolution,  
3 or study bill unless the lobbyist does so with the  
4 written authorization and on behalf of a statewide  
5 elected or retained official. The official's writing  
6 may authorize the lobbyist to register and lobby for  
7 or against any or all bills in which the lobbyist is  
8 or may be interested or may restrict the lobbyist to  
9 register and lobby for or against only some bills  
10 in which the lobbyist is or may be interested. The  
11 written authorizations shall be filed with the chief  
12 clerk, according to a procedure established by the  
13 clerk for the filing of the authorizations and for  
14 making them available to the public, by the following  
15 statewide elected or retained official for the  
16 following offices, departments, agencies, and branch:  
17 By the attorney general, auditor of state, secretary  
18 of state, and treasurer of state, for their respective  
19 offices.  
20 By the secretary of agriculture, for the department  
21 of agriculture and land stewardship.  
22 By the chairperson of the ethics and campaign  
23 disclosure board, for the executive director, legal  
24 counsel, and other employees of the board.  
25 By the governor, for all other executive branch  
26 offices and departments.  
27 By the chief justice of the supreme court, for the  
28 judicial branch.  
29 Each member, employee of the house, and registered  
30 lobbyist shall report violations of this rule

1 immediately to the sergeant-at-arms.

2 Any person for cause may be summarily dismissed  
3 from the chamber of the house, by action of the house,  
4 and may forfeit that person's right to admission  
5 thereafter.

6 Rule 20A

7 Legislative Interns

8 A member may appoint one or more interns who shall  
9 register with the chief clerk. Only one legislative  
10 intern per member of the house is allowed on the floor  
11 of the house at any one time.

12 Rule 21

13 Distribution of Literature

14 No person except a member or employee of the house  
15 of representatives shall generally distribute or cause  
16 to be distributed any pamphlets, material, or other  
17 printed literature, or any other items to the members'  
18 desks in the house. An employee of the house shall  
19 generally distribute or cause to be distributed such  
20 literature or items only on behalf of the employee's  
21 office or staff. Items which are permissible gifts  
22 under chapter 68B of the Code may be distributed to  
23 the members' desks with the authorization of the chief  
24 clerk.

25 All copies of pamphlets, material, or printed  
26 literature distributed by a member or employee of the  
27 house of representatives shall bear the name of the  
28 member or employee's office or staff.

29 Other distributions of pamphlets, material, or other  
30 printed literature shall bear their source of origin

1 and be distributed through the legislative post office  
2 by completing a form containing a member's or the chief  
3 clerk's authorization, with the authorization form  
4 attached to one copy of the distribution. The copy  
5 with the attached authorization form shall be retained  
6 for a reasonable time period by the legislative post  
7 office.

8

Rule 22

9

Distribution of Materials Printed by the State

10 A member of the house shall not distribute maps,  
11 books, and pamphlets which have been printed by the  
12 state of Iowa and upon which the name of the member  
13 of the house has been affixed unless the member has  
14 purchased the materials or unless the member has  
15 affixed the words "Paid for by the citizens of Iowa and  
16 distributed by representative (member's name)."

17 DIVISION IV — FORMS AND PROCEDURES FOR BILLS AND OTHER

18

DOCUMENTS

19

Rule 23

20

Documents Signed by the Speaker

21 All acts and joint resolutions shall be signed by  
22 the speaker, and all writs, warrants, and subpoenas  
23 issued by order of the house, shall be signed by the  
24 speaker and attested by the chief clerk. The speaker  
25 shall cause certificates of recognition or condolence  
26 to be issued by the house which shall be signed by  
27 the speaker and the chief clerk. The chief clerk  
28 shall maintain a list of certificates issued including  
29 the name of the requesting member of the house, the  
30 name of the recipient, the reason for recognition or

1 condolence, and the date of issuance.

2

Rule 24

3

Presentation of Petitions

4 All petitions, memorials, and other papers addressed  
5 to the house shall be signed by the member and filed  
6 with the chief clerk. The receipt of petitions shall  
7 be noted in the journal and such petitions shall be  
8 available in the office of the chief clerk.

9

Rule 25

10 Consideration of Simple and Concurrent Resolutions

11 Action on a simple or concurrent resolution, except  
12 a memorial resolution, shall not be taken until one day  
13 after the resolution has been placed on the members'  
14 desks. After the resolution is adopted, the chief  
15 clerk shall have the resolution printed in the compiled  
16 journal and shall transmit certified copies of the  
17 resolution as directed.

18

Rule 26

19

Unanimous Consent Calendar

20 The speaker may, upon the request of three members,  
21 place on a unanimous consent calendar any house  
22 resolution or concurrent resolution which does not  
23 contain an appropriation and which has been laid over  
24 under Rule 25.

25 If such resolution is placed on the unanimous  
26 consent calendar, it may be removed only upon a written  
27 request submitted to the speaker by a member of the  
28 house.

29 If not removed after five legislative days, the  
30 chief clerk shall call up the resolution and without

1 debate the speaker shall pronounce that it has passed  
2 by unanimous consent.

3 If the resolution is removed from the unanimous  
4 consent calendar, the speaker may again lay the  
5 resolution over under Rule 25, place it on a different  
6 calendar, or refer the resolution to any of the  
7 standing committees of the house.

8

Rule 26A

9

Senate Bills and Resolutions

10 A senate bill or resolution may be referred to a  
11 standing committee or passed on file.

12

Rule 27

13

Forms of Bills and Joint Resolutions

14 Every house bill shall be introduced by one or more  
15 members or by any standing or specially authorized  
16 committee of the house or the administrative rules  
17 review committee. All bills and joint resolutions  
18 introduced shall be prepared by the legislative  
19 services agency with title, enacting clause, text  
20 and explanation as directed by the chief clerk of the  
21 house. One copy of each bill shall be presented in a  
22 bill cover with the number of copies of the bill and  
23 the title as directed by the chief clerk.

24

Rule 28

25

Joint and Nullification Resolutions

26 Joint resolutions shall be framed and treated as  
27 bills.

28 A "nullification resolution" is a joint resolution  
29 which nullifies all of an administrative rule, or  
30 a severable item of an administrative rule adopted

1 pursuant to chapter 17A of the Code. A nullification  
2 resolution shall not amend an administrative rule by  
3 adding language or by inserting new language in lieu  
4 of existing language.

5 A nullification resolution may be introduced by an  
6 individual, a standing committee or the administrative  
7 rules review committee, and may be referred to a  
8 standing committee. A nullification resolution is  
9 debatable, but cannot be amended on the floor of the  
10 house.

11 Rule 29

12 Time of Introduction of Bills

13 No bill or joint resolution under individual  
14 sponsorship, other than a nullification resolution,  
15 shall be read for the first time after 4:30 p.m. on  
16 Friday of the ~~6th~~ 5th week of the first regular session  
17 of the general assembly unless a formal request for  
18 drafting the bill has been filed with the legislative  
19 services agency before that time.

20 After adjournment of the first regular session,  
21 bills may be prefiled at any time before the convening  
22 of the second regular session. No bill or joint  
23 resolution under individual sponsorship, other than a  
24 nullification resolution, shall be read for the first  
25 time after 4:30 p.m. on Friday of the second week of  
26 the second regular session of the general assembly  
27 unless a formal request for drafting the bill has been  
28 filed with the legislative services agency before that  
29 time.

30 However, bills or joint resolutions sponsored

1 by standing committees or the administrative rules  
2 review committee, co-sponsored by the majority and  
3 minority floor leaders, or companion bills sponsored  
4 by the house majority leader and the senate majority  
5 leader may be drafted and introduced at any time  
6 permissible under Joint Rule 20. House, concurrent,  
7 and nullification resolutions may be introduced at any  
8 time.

9

Rule 30

10

Introduction and Reading of Bills

11 All bills and resolutions to be introduced in  
12 the house shall be prepared in proper form and filed  
13 with the chief clerk no later than 4:30 p.m. on the  
14 legislative day preceding its introduction.

15 Every bill shall receive two readings but no bill  
16 shall receive its first and last readings on the same  
17 day.

18 A "reading of a bill" as required by these rules  
19 shall consist of a reading of the title and enacting  
20 clause.

21

Rule 31

22 First Reading, Commitment, and Amendment

23 1. A bill is introduced into the house by an  
24 initial or "first reading of the bill".

25 2. When the house is in session the first reading  
26 shall consist of a "reading" as provided in Rule 30.

27 3. Upon a first reading of the bill, the speaker  
28 shall state that it is ready for commitment or  
29 amendment; and the speaker shall commit it to the  
30 standing or select committee, or to a committee of the

1 whole house. If to a committee of the whole house, the  
2 house shall determine on what day.

3 4. On a nonlegislative day the speaker may cause a  
4 statement, which shall consist of the title, enacting  
5 clause, bill number and committee to which the bill  
6 is referred, to be published in the house journal.  
7 This publication shall constitute a first reading and  
8 commitment and shall contain the notation "read and  
9 committed under Rule 31".

10 5. All amendments offered to bills and resolutions  
11 shall be accompanied by such copies as the chief clerk  
12 shall direct.

13 6. Such amendments shall give the number of  
14 the bill sought to amend and the chief clerk shall  
15 designate each such amendment thus: Amendment to  
16 House File \_\_\_\_\_, or Senate File \_\_\_\_\_, by  
17 \_\_\_\_\_.

18 7. A bill reported out by committee shall go to the  
19 speaker who shall direct that the bill be placed on the  
20 regular calendar unless it covers subject matter more  
21 properly within the jurisdiction of some other standing  
22 committee, in which case the speaker shall refer the  
23 bill to the proper standing committee. In order to  
24 expedite important business and set a definite time for  
25 the bill's consideration, the speaker may direct the  
26 bill to be placed on the special order calendar.

27 8. No amendment to the rules of the house, to  
28 any resolution or bill, except technical amendments  
29 and amendments to bills substituted for by senate  
30 files containing substantially identical title,

1 language, subject matter, purpose and intrasectional  
2 arrangement, shall be considered by the membership  
3 of the house without a copy of the amendment having  
4 been filed with the chief clerk by 4:00 p.m. or within  
5 one-half hour of adjournment, whichever is later,  
6 on the day preceding floor debate on the amendment.  
7 If the house adjourns prior to 2:00 p.m. on Friday,  
8 the final deadline is two hours after adjournment.  
9 However, committee amendments filed pursuant to the  
10 submission of the committee report may be accepted  
11 after this deadline. This provision shall not apply  
12 to any proposal debated on the floor of the house  
13 after the ~~fourteenth~~ thirteenth week of the first  
14 session and the twelfth week of the second session.  
15 No amendment or amendment to an amendment to a bill,  
16 rule of the house, or resolution shall be considered  
17 by the membership of the house without a copy of the  
18 amendment being on the desks of the entire membership  
19 of the house prior to consideration. However, the  
20 membership of the house may consider an amendment or an  
21 amendment to an amendment to a bill, rule of the house,  
22 or resolution without a copy of the amendment being  
23 on the desks of the entire membership of the house  
24 prior to consideration if a copy of the amendment is  
25 made available to the entire membership of the house  
26 electronically.

27

Rule 32

28

Commitment of Appropriation and Revenue Bills

29

All bills to appropriate money shall be referred to  
30 the appropriations committee, and all bills pertaining

1 to the levy, assessment, or collection of taxes or fees  
2 shall be referred to the committee on ways and means.

3

Rule 33

4

Regular Calendar

5 Bills, nullification resolutions, and joint  
6 resolutions reported out for passage, amendment and  
7 passage, or without recommendation by a committee,  
8 or passed on file shall be arranged on a regular  
9 calendar by the chief clerk each day and electronically  
10 distributed to the members at the opening of each  
11 legislative day. The regular calendar shall include  
12 a list of bills, nullification resolutions, and joint  
13 resolutions which have been special ordered, including  
14 the date upon which debate is scheduled to begin  
15 on each of them, which shall be no sooner than five  
16 session days from the first date of publication on the  
17 regular calendar.

18

Rule 34

19

Daily Debate Calendar

20 The majority floor leadership shall cause to  
21 be prepared and distributed to the members at the  
22 opening of each legislative day when floor action is  
23 scheduled, a daily debate calendar consisting of bills,  
24 nullification resolutions, and joint resolutions from  
25 the regular calendar setting forth the number and  
26 title of bills, nullification resolutions, and joint  
27 resolutions for the next legislative day that floor  
28 action is scheduled.

29 This rule does not apply to bills which have passed  
30 both houses in different forms, reconsiderations, or

1 veto reconsiderations.

2

Rule 35

3

Substitution of Bills

4 A senate bill or resolution may be substituted  
5 for an identical house bill or resolution which has  
6 been called up for debate. An amendment to a senate  
7 bill or resolution which has been substituted for an  
8 identical house bill or resolution is out of order if  
9 an identical amendment to the house bill or resolution  
10 was considered.

11

Rule 36

12

Consideration of Committee Amendments

13 After a bill has been referred and reported back,  
14 it shall be considered on its first reading after the  
15 amendments of the committee have been read.

16

Rule 37

17

Amendments to Special Order Bills

18 All amendments to bills which have been special  
19 ordered shall be filed at least three session days  
20 prior to the date set for debate. Amendments to an  
21 amendment shall be filed at least two session days  
22 prior to the date set for debate. However, corrective  
23 amendments and amendments sponsored by either the  
24 majority floor leader or the minority floor leader may  
25 be filed at any time. Rule 31, subsection 8, shall not  
26 apply to these amendments.

27 A corrective amendment is an amendment which does  
28 not substantively change the amendment or the bill.

29

Rule 38

30

~~Germaneness~~ Germane Amendments

1 An amendment must be germane to the subject matter  
2 of the bill it seeks to amend. An amendment to an  
3 amendment must be germane to both the amendment and the  
4 bill it seeks to amend. When a member ~~questions the~~  
5 ~~germaneness of an amendment~~ objects to an amendment on  
6 grounds that the amendment is not germane, the speaker  
7 may invite members, who shall include the majority and  
8 minority leaders, to the speaker's station to discuss  
9 the objection.

10

Rule 39

11

Consideration of Bills

12 Bills, including committee bills, joint resolutions,  
13 and nullification resolutions, reported out for  
14 passage, for amendment and passage, or without  
15 recommendation by the committee, are first eligible to  
16 be acted upon beginning the third legislative day they  
17 appear on the regular calendar.

18 Committee reports shall be printed in the journal  
19 immediately after they are filed with the chief clerk.  
20 Reports recommending bills, joint resolutions, and  
21 nullification resolutions for passage, for amendment  
22 and passage, or without recommendation shall stand  
23 approved unless written objections are filed during  
24 the first legislative day following their printing in  
25 the journal. If objections are filed, they shall be  
26 disposed of as soon as possible.

27

Rule 40

28

Consideration of Bills Upon Last Reading

29 No amendment, unless by way of correcting an error  
30 or omission, shall be received to any bill on its last

1 reading, and no debate shall be allowed on it.

2

Rule 41

3

Printing of Bills and Joint Resolutions

4 Bills and joint resolutions shall be printed in form  
5 as provided by law and by rule. Each house may direct  
6 the printing of an additional number of its own bills.

7 Legalizing bills of a local or private nature shall  
8 be printed in bill form and placed in the files of the  
9 members, the same as other bills, in the order of their  
10 introduction. The cost of printing shall be deposited  
11 with the treasurer of state in advance at a rate to be  
12 fixed, and the newspaper publication of the bill shall  
13 be without cost to the state. No legalizing act may  
14 be introduced until all provisions of law have been  
15 complied with.

16

Rule 42

17

Certification and Engrossment of Bills

18 The chief clerk shall certify the passage of each  
19 bill and note the date of its passage.

20 In engrossing a bill, the chief clerk shall  
21 correct all obvious typographical, spelling, or other  
22 clerical errors and change section subunit numbers  
23 and letters and internal references as required to  
24 conform the original bill to any amendments which have  
25 been adopted. The chief clerk shall report all such  
26 corrections or changes in the journal. The engrossed  
27 bill shall be placed in the bill file with the original  
28 bill and amendments.

29

Rule 43

30

Rereferral

H.R. 11

1 A bill may be rereferred by the speaker or, upon  
2 motion, by the house at any time before its passage and  
3 after the report of its referral to committee.

4 Rule 44

5 Effect of Indefinite Postponement

6 When a question is indefinitely postponed, it shall  
7 not be acted upon again during that session.

8 Rule 45

9 Status of Bills Following First Regular Session

10 Except for those bills which have been adopted by  
11 both houses in different forms, all bills which have  
12 not been withdrawn, defeated or indefinitely postponed,  
13 shall be rereferred to committee upon adjournment of  
14 the first regular session. Within seven days after  
15 the first committee meeting following convening of  
16 the second regular session, the committee chair shall  
17 submit the bill to the full committee for action or the  
18 chair shall reassign the bill to a subcommittee.

19 DIVISION V — COMMITTEE PROCEDURES

20 Rule 46

21 Appointment of Committees

22 All committees shall be appointed by the speaker,  
23 unless otherwise especially directed by the house.  
24 Minority party members of a committee shall be  
25 appointed by the speaker upon recommendation of the  
26 minority leader.

27 Rule 47

28 Reserved

29 Rule 48

30 Study Bills

1 A study bill is any matter which a member of  
2 the house wishes to have considered by a standing  
3 committee, other than appropriations, without being  
4 introduced in the house by a first reading. A  
5 study bill shall be prepared in proper form by the  
6 legislative services agency prior to submission.

7 Upon taking possession of a study bill, the  
8 committee chair shall notify the speaker and then  
9 submit four copies of the bill to the legal counsel's  
10 office for numbering.

11 A study bill shall bear the name of the member who  
12 wishes to have the bill considered. A study bill  
13 submitted by a state agency or board for consideration  
14 shall bear the name of the state agency or board. A  
15 committee chair may submit a study bill in the name of  
16 that committee.

17 Final committee action on a study bill shall not be  
18 taken until one day following the notation of the study  
19 bill assignment in the house journal.

20

Rule 49

21

Committee Meetings

22 No committee, except a conference committee or the  
23 administrative rules review committee, shall meet  
24 while the house is in session without special leave.  
25 Committees with overlapping memberships shall not meet  
26 at the same time without special leave.

27

Rule 50

28

Smoking Prohibited

29 Smoking shall not be permitted in the house or in  
30 any area of the capitol building.

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~~Rule 50A~~

~~Nondegradable Polystyrene Cups~~

~~The use of nondegradable polystyrene cups shall not be permitted on the floor of the house.~~

Rule 51

Assignments to Subcommittee

The chair of the committee shall report to the house the bill number of each bill assigned to subcommittee and the names of the subcommittee members. The report shall be printed in the journal.

All bills, prior to consideration by the committee, shall be referred by the chair to a subcommittee, unless acted upon by a committee of the whole.

The chair may assign bills to subcommittees without a meeting of the committee, but the membership of the subcommittee so appointed shall be reported at the next meeting of the committee.

Rule 52

Open Meetings

Standing committee meetings shall be open, and voting by secret ballot is prohibited. The committee on administration and rules may close its meetings to evaluate the professional competency of an individual ~~whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation on the request of the affected individual.~~

Rule 53

Quorum and Vote Requirements

The committee roll shall be taken at the convening

1 of each meeting to determine the presence of a quorum.  
2 A majority of the committee membership shall constitute  
3 a quorum.

4 An affirmative vote of a majority of the committee  
5 membership is required to report a bill out of  
6 committee or to suspend a committee rule.

7 A motion to reconsider may be made only by a  
8 committee member who voted on the prevailing side of  
9 the question sought to be reconsidered. A motion to  
10 reconsider may only be made prior to the adjournment of  
11 the committee meeting at which the bill was reported  
12 out.

13 If a member, who is in the committee room when a  
14 question to report a bill out of committee is put, has  
15 not asked to be excused prior to commencing to take  
16 the vote on the question, the member shall vote aye or  
17 nay unless the committee has excused the member for  
18 special reasons. However, a member may pass on the  
19 first taking of the roll call on the question but shall  
20 vote aye or nay when the member's name is called for a  
21 second time.

22 Rule 54

23 Committee Attendance Record and Report of Committee  
24 Form

25 1. A committee attendance record shall be filed  
26 with the chief clerk no later than 10:00 a.m. or two  
27 hours after the house convenes, whichever is later,  
28 of the legislative day immediately following the day  
29 of the committee meeting. The committee attendance  
30 record is a public record and may be published in the

1 journal. The committee attendance record shall include  
2 the following information:

- 3 a. The time the meeting convened.
- 4 b. The members present at the meeting.
- 5 c. The time the meeting adjourned.
- 6 d. A list of bills receiving final committee  
7 disposition.

8 2. A report of committee form shall be filed with  
9 the chief clerk no later than 10:00 a.m. or two hours  
10 after the house convenes, whichever is later, of the  
11 legislative day immediately following the day of the  
12 committee meeting for each study bill, numbered bill  
13 or resolution receiving final committee disposition.  
14 The report of committee form is a public record and  
15 a report of committee action shall be printed in the  
16 journal. The report of committee form shall include  
17 the following information:

- 18 a. The committee action taken.
- 19 b. The committee amendment number, if any.
- 20 c. The roll call vote of the committee on final  
21 disposition.
- 22 d. The minority recommendation, if any.

23 3. Upon final adjournment of the first session  
24 and final adjournment of the second session of the  
25 general assembly, the chair of each committee shall  
26 have placed the committee's book of record containing  
27 minutes, record roll calls on final disposition, record  
28 roll call votes on any amendments considered, rules,  
29 etc., with the chief clerk for access of any interested  
30 person.

1 Rule 55

2 Minority Recommendation

3 The minority of the members of a committee may  
4 present its recommendations on the final disposition  
5 of a bill to the house by attaching its recommendation  
6 to the committee report. The minority recommendation  
7 shall be noted in the journal along with the committee  
8 report.

9 Rule 56

10 Committee Amendment

11 Whenever a committee amendment is proposed which  
12 would amend another committee amendment, the amendment  
13 shall be drafted in the form of a substitute amendment  
14 and shall be considered as such.

15 Rule 57

16 Committee Notice and Agenda

17 Each committee shall prepare and publish a notice  
18 and agenda of each committee meeting at least one  
19 legislative day prior to the meeting. The notice and  
20 agenda may be placed on the desks of or transmitted  
21 electronically to committee members.

22 The notice shall contain the committee name, the  
23 date, time, and location of the meeting.

24 The agenda shall contain the matters to be  
25 discussed, including a list of bills, joint  
26 resolutions, nullification resolutions, and study  
27 bills by number. The agenda should contain the names  
28 of individuals who are scheduled to appear before the  
29 committee and the organization which they represent.

30 A bill, joint resolution, nullification resolution,

1 or study bill shall not be reported out of committee if  
2 the bill was not included in the published notice and  
3 agenda unless this rule is suspended by a majority of  
4 the total membership of the committee.

5 A committee chair may call a meeting without  
6 providing the required notice and agenda upon leave  
7 of the house if a notice is either electronically  
8 transmitted to committee members or placed on the desks  
9 of committee members.

10

Rule 58

11

Clearing of Committee Room

12 The chair of a committee may clear the committee  
13 room in case of any disturbance or disorderly conduct.

14

Rule 58A

15 Use of Telephonic or Electronic Devices in Committee  
16 Rooms Restricted

17 1. In any committee room while a standing committee  
18 is in session:

19 a. A person shall mute any cell phone, computer, or  
20 other electronic device under the person's control.

21 b. A person shall not use a cell phone or other  
22 electronic device to audibly transmit or receive  
23 communications.

24 2. The chair or acting chair of a standing  
25 committee may clear the committee room of any person  
26 acting in violation of this rule.

27

Rule 59

28

Committee Amendments

29 All amendments to a bill or resolution adopted in  
30 committee shall be incorporated in a single committee

1 amendment or incorporated in a new committee bill.

2

Rule 60

3

Withdrawal of Bills, Joint Resolutions, or

4

Nullification Resolutions From Committee

5

A bill, joint resolution, or nullification

6

resolution which has been in committee for eighteen

7

legislative days following notation of such referral

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in the journal may be withdrawn from the committee and

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placed on the calendar by an affirmative vote of not

10

less than fifty-one members of the house.

11

Rule 61

12

Committee Public Hearings

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The chair of a committee may call a public hearing

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for the purpose of receiving public comment on any

15

matter within the purview of the committee.

16

The chair shall call a public hearing upon the

17

written request of committee members according to

18

committee rules, but no more than one-third of the

19

committee members shall be required.

20

A public hearing shall not be called or requested

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after final action on the bill, joint resolution,

22

or nullification resolution has been taken by the

23

committee. However, a public hearing called or

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requested before final action has been taken by the

25

committee may be held after final action on the bill,

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joint resolution, or nullification resolution has been

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taken by the committee.

28

The chair shall designate a time and place for a

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public hearing and provide public notice at least five

30

days prior to a public hearing.

1 A bill, joint resolution, or nullification  
2 resolution for which a public hearing has been called  
3 can be voted to the calendar but cannot be debated  
4 until after the public hearing has been held.

5 However, public hearings which have been requested  
6 during or after the 9th week of the first session and  
7 during or after the 7th week of the second session must  
8 be held within four legislative days of the date of the  
9 request.

10

Rule 62

11

Limitation on Filing of Claims

12 All claims shall be referred to the appropriations  
13 committee. A claim referred to the appropriations  
14 committee in a prior session of the general assembly  
15 shall not be considered by the appropriations  
16 committee or by the house unless it has been  
17 specifically referred to this session by a vote of the  
18 appropriations committee. The appropriations committee  
19 is authorized to set a definite date each session after  
20 which it will not receive claims or claim bills for  
21 consideration.

22

DIVISION VI — COMMITTEE OF THE WHOLE

23

Rule 63

24

Organization of Committee of the Whole

25 In forming the committee of the whole house, the  
26 speaker shall appoint a member to preside in committee  
27 and then leave the chair.

28

Rule 64

29

Rules in Committee of the Whole

30

The rules of the house shall be observed in

1 committee of the whole house, so far as they are  
2 applicable.

3

Rule 65

4

Bills in Committee of the Whole

5 Bills committed to the committee of the whole house  
6 shall first be debated by section. After the report  
7 of the committee of the whole, the bill shall again be  
8 subject to debate and amendment before a vote is had on  
9 its last reading and passage.

10

Rule 66

11

Amendments by Committee of the Whole

12 All amendments made to a report committed to a  
13 committee of the whole house shall be noted and  
14 reported as in the case of bills.

15

DIVISION VII — MOTIONS

16

Rule 67

17

Order and Precedence of Motions

18 The following order of motions, listed in order  
19 of precedence, shall govern when a question is under  
20 debate:

21

1. Adjourn.

22

2. Recess.

23

3. Questions of privilege.

24

4. Lay on the table.

25

5. Previous question.

26

6. Limit debate.

27

7. Postpone definitely or to a certain time.

28

8. Refer or rerefer.

29

9. Defer.

30

10. Amend an amendment.

1 11. Amend.

2 12. Postpone indefinitely.

3 A motion to postpone definitely or to a certain  
4 time, to refer or commit, or to postpone indefinitely a  
5 particular question shall not be considered more than  
6 once on the same day.

7 Adoption of a motion to strike the enacting words is  
8 equivalent to rejection of the question.

9 Rule 68

10 Order of Consideration of Amendments

11 Amendments shall be considered by earliest position  
12 in the bill. Amendments to the same place in the bill  
13 shall be considered by the lowest amendment number. An  
14 amendment which inserts language after a line and an  
15 amendment which inserts language before the succeeding  
16 line shall be considered amendments to the same place  
17 in the bill.

18 However, an amendment to strike the enacting clause  
19 shall always be considered first. An amendment filed  
20 by a committee shall have the next highest order of  
21 priority, followed by an amendment to strike everything  
22 after the enacting clause and insert new language. An  
23 amendment to strike language or to strike and insert  
24 new language, except an amendment to strike everything  
25 after the enacting clause and insert new language,  
26 shall not be considered before amendments to perfect  
27 all or part of the same portion of the bill.

28 Rule 69

29 Motions Not Debatable

30 The following motions are not debatable:

- 1 1. Adjourn.
- 2 2. Adjourn to a certain time.
- 3 3. Suspend house rules.
- 4 4. Previous question.
- 5 5. Close debate at a certain time.
- 6 6. Recess.
- 7 7. Defer.
- 8 8. Refer or rerefer.
- 9 9. Lay on the table.
- 10 10. Take from the table.
- 11 11. Call of the house.
- 12 12. Withdraw a bill or resolution from committee.
- 13 13. Appeal a decision of the chair.
- 14 14. Immediately message a bill or resolution.

15 Rule 69A

16 Constitutional Majority

- 17 1. The following motions require a constitutional  
18 majority for approval:
  - 19 a. Final passage of a bill, joint resolution, or  
20 nullification resolution.
  - 21 b. Lay on the table.
  - 22 c. Take from the table.
  - 23 d. Suspend house rules.
  - 24 e. Previous question.
  - 25 f. Withdraw a bill or resolution from committee.
  - 26 g. Reconsider a bill, joint resolution, or  
27 nullification resolution.
  - 28 h. Immediately message a bill or resolution.
- 29 2. A division must be taken on any motion which  
30 requires a constitutional majority.

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Rule 70

Motion to Adjourn

A motion to adjourn shall always be in order, except when a member is speaking or the house is voting.

Rule 71

Withdrawal of Motions

After a motion is stated by the speaker or read by the chief clerk, it shall be deemed to be in possession of the house, but may be withdrawn by leave of the house.

Rule 72

Unanimous Consent

Unanimous consent of the members may be asked for suspension of any rule of the house. If there is no objection to the request, the rule shall be considered suspended.

Rule 73

Reconsideration

1. A motion to reconsider may be made only by a member who voted on the prevailing side of the question sought to be reconsidered.
2. A motion to reconsider may be made not later than adjournment on the legislative day following the legislative day of the action sought to be reconsidered. Where the floor manager voted on the prevailing side, the floor manager has the prior right to make the motion, until adjournment on the legislative day of the action sought to be reconsidered. A motion to reconsider a nullification resolution shall be acted upon not later than

1 adjournment on the legislative day following  
2 the legislative day of the action sought to be  
3 reconsidered.

4 3. A motion to reconsider made beginning the  
5 fifteenth week of the first regular session, or the  
6 thirteenth week of the second regular session, may be  
7 taken up when made. A motion made at any other time  
8 may be taken up prior to the third legislative day  
9 succeeding the legislative day of the action sought  
10 to be reconsidered only if called up by the mover,  
11 and after the second legislative day succeeding the  
12 legislative day of the action sought to be reconsidered  
13 if called up by any member.

14 4. The making of a motion to reconsider takes  
15 precedence over all other questions.

16 5. When passage, adoption, or failure of any  
17 bill, joint resolution, or nullification resolution  
18 is reconsidered, questions on amendments may also be  
19 reconsidered and shall be disposed of immediately.

20 6. In the event that a motion to reconsider  
21 is pending at the end of the first session or any  
22 extraordinary session of any general assembly, or the  
23 general assembly adjourns sine die, and the motion to  
24 reconsider has not been voted upon by the house, the  
25 motion shall be determined to have failed.

26 DIVISION VIII — VOTING

27 Rule 74

28 Manner of Voting

29 Members present may cast their votes, either  
30 by operating the voting mechanism located at their

1 assigned desk or by signaling the speaker from the  
2 floor of the house or from the south visitors' gallery  
3 if they are unable to vote at their assigned desk.  
4 Only a member may operate the voting mechanism at that  
5 member's assigned desk. The speaker shall announce the  
6 votes of members signaling their votes. Upon direction  
7 of the speaker only those members at their desks and  
8 voting shall be counted. Members who are not present  
9 shall not cast their votes except:

10 1. Members who have not voted may record their  
11 votes on any record roll call vote except quorum  
12 calls within ten minutes after the outcome of the  
13 vote has been announced. Members shall initial their  
14 recorded votes on a copy of the record roll call at the  
15 speaker's station. However, if the aggregate of votes  
16 cast under this rule would change the outcome of the  
17 vote on a question, then none of the votes cast on the  
18 question under this rule shall be recorded. A member  
19 may request announcement of the names of members so  
20 recorded after the ten-minute period.

21 2. Members meeting in a conference committee  
22 or in administrative rules review committee at the  
23 time a vote is taken on a question may have their  
24 vote recorded within thirty minutes or adjournment,  
25 whichever is first, of that same legislative day,  
26 provided the aggregate of votes cast does not change  
27 the outcome of the vote on a question.

28

Rule 75

29

Voting in the House and Duty of Voting

30

Voting on a question put to the house shall not

1 occur between midnight and 8 a.m. on any legislative  
2 day except for voting on a motion to adjourn. Except  
3 as limited in Rule 76, every member who is in the house  
4 when a question is put shall vote unless the house has  
5 excused that member from voting for special reasons;  
6 however, such member must have asked to be excused from  
7 voting prior to the time the speaker puts the question.

8

Rule 76

9

Limitation on Right to Vote

10 No member shall vote on any question in which  
11 the member or the member's immediate family member,  
12 as defined in chapter 68B of the Code, has a direct  
13 financial interest different from other similarly  
14 situated persons or classes of persons of the general  
15 public.

16

Rule 77

17

Call of the House

18 Upon written request of five members, the presiding  
19 officer shall compel attendance of absent and unexcused  
20 members for the consideration of specified bills,  
21 resolutions, or amendments.

22 A call of the house shall specify the propositions  
23 to which it is to apply and must be put into effect  
24 before roll call is taken on the proposition. The  
25 request may be filed with the chief clerk at any time  
26 before final action upon the propositions, who shall  
27 notify the house immediately.

28

Rule 78

29

Method of Calling the House

30 Upon a call of the house, the names of the members

1 shall be called by the chief clerk and the absentees  
2 noted, after which the names of the absentees shall  
3 again be called. The sergeant-at-arms shall be  
4 directed by the speaker to compel the attendance of  
5 absent members, unless they are previously excused.  
6 Any member occupying the member's seat during a call  
7 of the house shall be counted by the speaker and that  
8 person's name entered in the journal as being present  
9 for the purpose of making a quorum.

10

Rule 79

11

Method of Calling the Roll

12 The electrical voting machine shall be used for a  
13 call of the house, a quorum call or a roll call vote  
14 on any question. If the electrical voting machine is  
15 not in operating order when it is necessary to take  
16 a record roll call vote, the presiding officer shall  
17 order the vote to be taken by calling the roll in  
18 alphabetical order, except the name of the presiding  
19 officer shall be called last.

20 During the casting of the vote with the voting  
21 machine, the individual votes and the vote totals shall  
22 be shown on the display boards. Before the voting  
23 machine is closed, the presiding officer shall inquire  
24 of the house, "Have you all voted?"

25

Rule 80

26

Quorum and Record Roll Call Votes

27 A majority of the members shall constitute a quorum.

28 A record roll call vote shall be ordered upon  
29 request of any two members. The names of the members  
30 requesting the record roll call shall be entered in the

1 journal.

2

Rule 81

3

Previous Question

4 When a member moves for the previous question, the  
5 member shall state whether the motion will apply to the  
6 main question, to all the amendments, or to particular  
7 amendments. The motion requires an affirmative vote of  
8 at least a constitutional majority of the members. If  
9 the motion for a previous question is not adopted, the  
10 house shall proceed in the same manner as before the  
11 motion was made.

12 If the motion is adopted, all debate must end and  
13 the house will vote upon the question except:

14 1. If the motion applies to the main question, the  
15 member in charge of the measure will have ten minutes  
16 to speak for the purpose of closing discussion before  
17 the vote on the measure is taken.

18 2. If the motion applies to an amendment, the  
19 member proposing the amendment will have five minutes  
20 to speak for the purpose of closing discussion before  
21 the vote on the amendment is taken.

22 3. If a member has filed a written request with  
23 the chief clerk of the house indicating the member's  
24 desire to speak on a particular question. The request  
25 must be filed before the motion is made by the movant.  
26 The request allows a member to speak on a particular  
27 question before the closing discussion by the member  
28 who is in charge of the measure or who is proposing the  
29 amendment.

30

Rule 82

1                                    Division of the Question

2        Any member may call for a division of the question,  
3 which shall be divided if it comprehends questions so  
4 distinct that one being taken away, the remainder may  
5 stand separately for discussion by the house. Upon  
6 request to divide an amendment, the chief clerk shall  
7 restate the division and note the divided amendment in  
8 the house journal. An amendment to strike out being  
9 lost shall not preclude an amendment to strike out and  
10 insert. An amendment to strike out and insert shall be  
11 deemed indivisible.